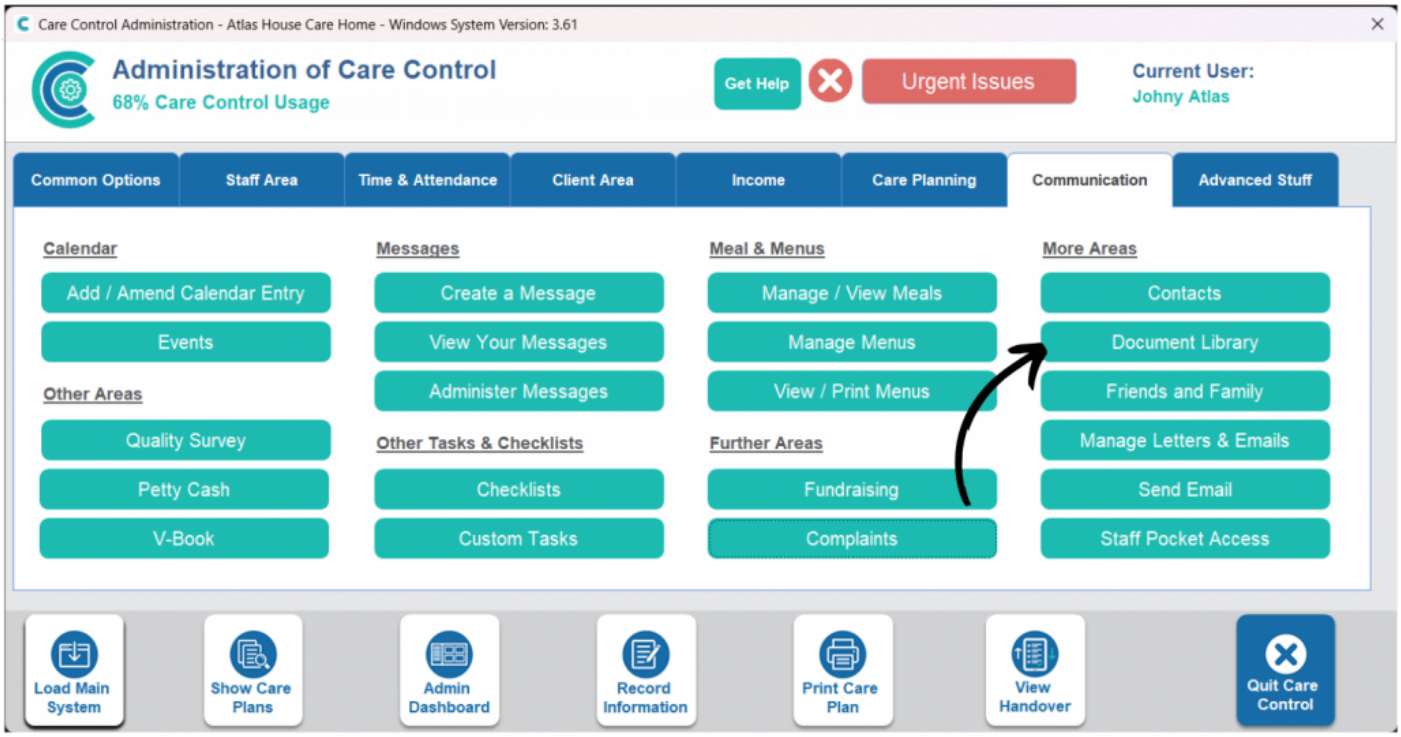
Bulk Adding Documents

Staff Windows · https://cclearninghub.co.uk/docs/bulk-adding-documents/

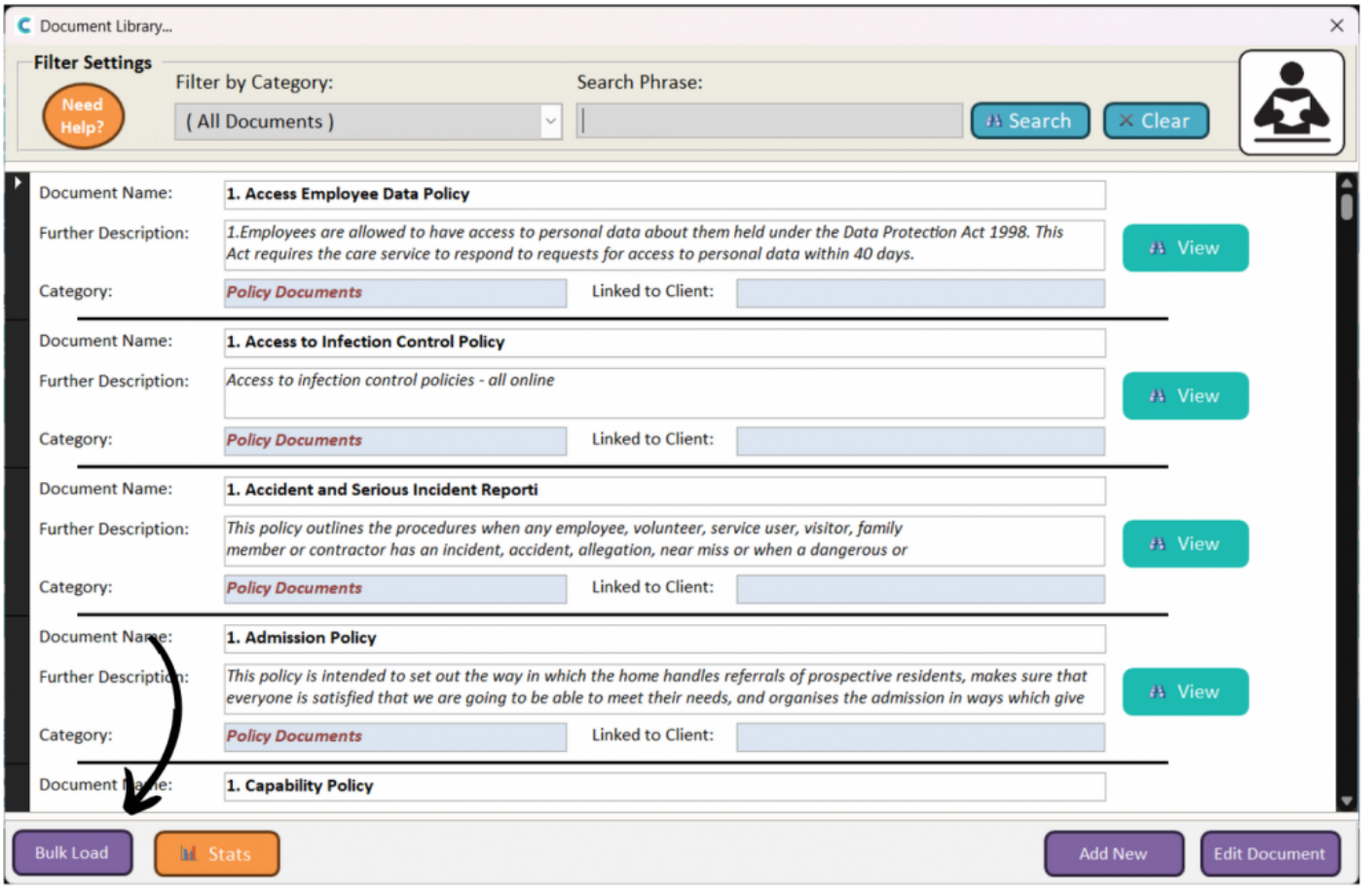


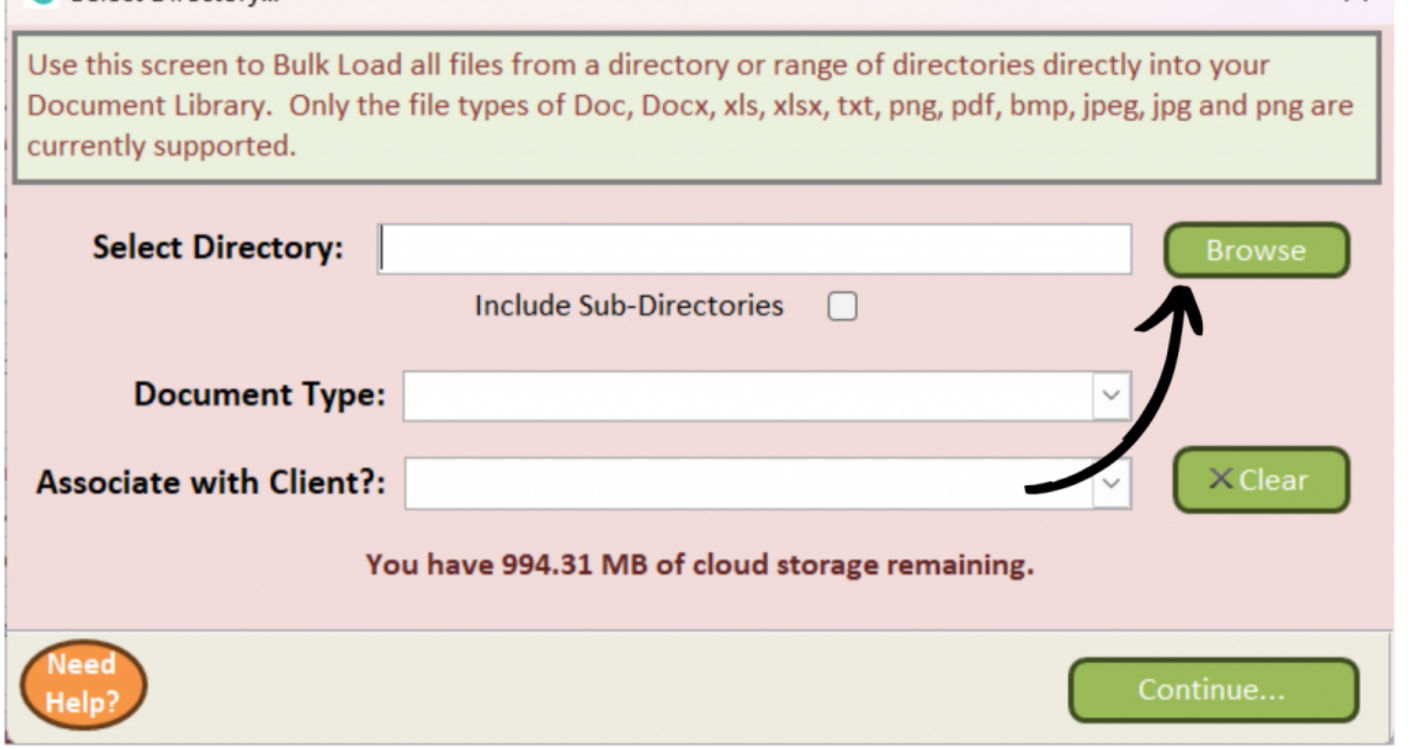
Bulk Adding Documents



1

In the administration of Care Control Windows, navigate to the **Document Library** tool, which can be found under the Communication tab.





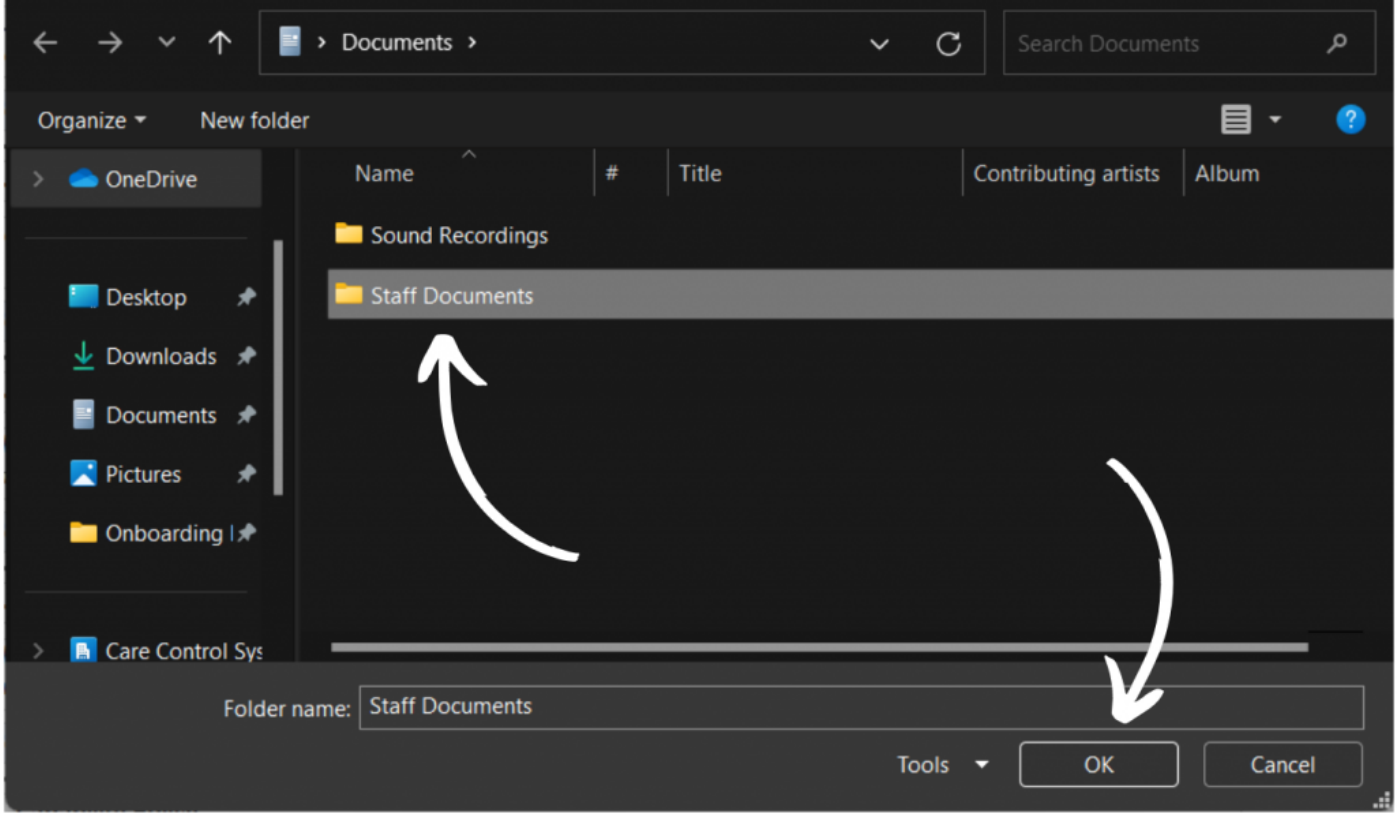
3

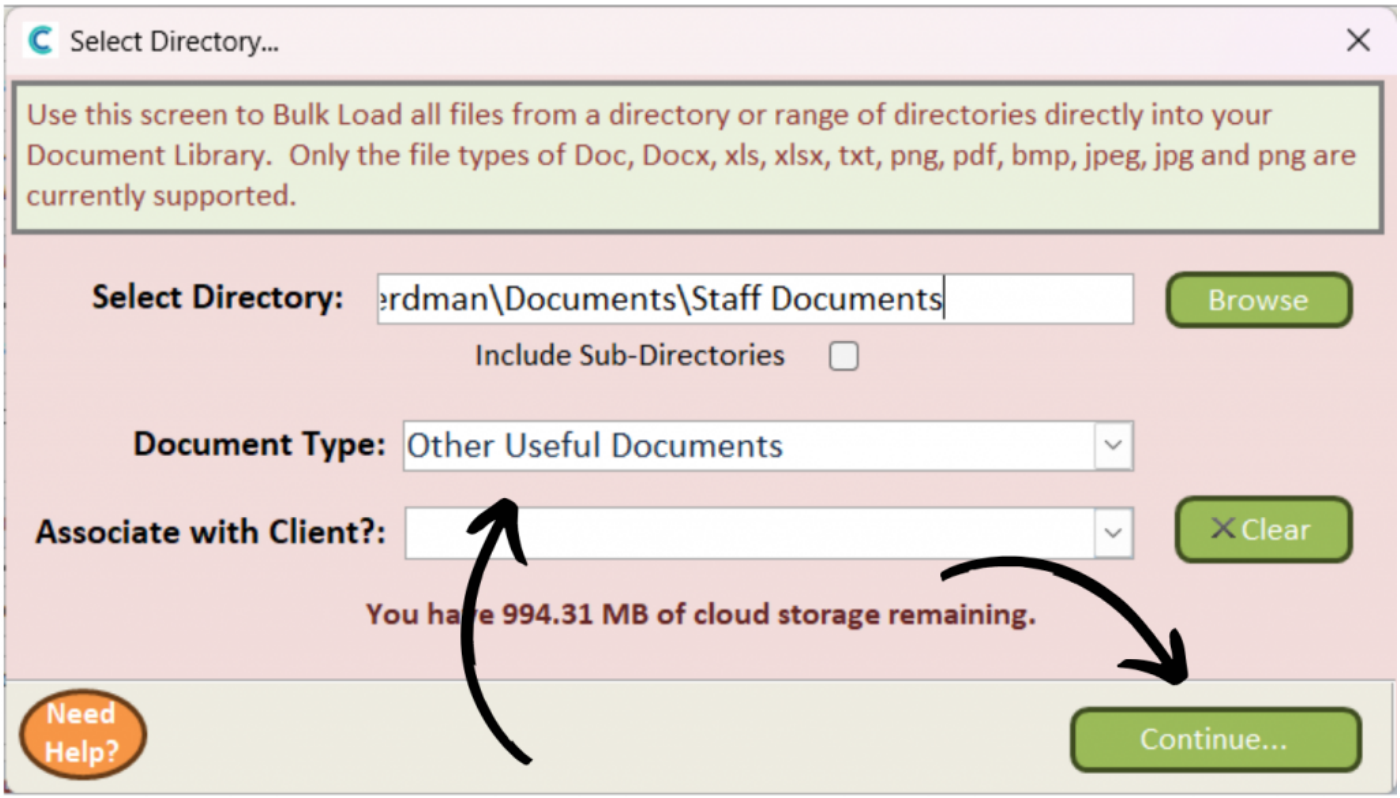
Another new window will open. Press **Browse** to open your files app on your PC.

4

Within your file directory, navigate to and select the folder of documents you wish to upload.

Press **OK**.





5

The directory should now show in Care Control. You can choose to **Include Sub-Directories** via the checkbox. This will look for any folders within the selected folder (as well as the files within it).

Next, choose a **Document Type** and **Client Association** if necessary.

Finally, press **Continue**.

6

A new window will open and your loaded documents will be previewed. You can change the

